

**JUVENILE PROBATION/SOCIAL SERVICES OFFICER/
JUVENILE CORRECTIONAL COUNSELOR**

6632

GENERAL DESCRIPTION OF CLASS

The JUVENILE PROBATION/SOCIAL SERVICES OFFICER/ JUVENILE CORRECTIONAL COUNSELOR plans goals and programs for and provides counseling to court-committed youth to assist them in becoming responsible, law abiding, and productive citizens.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

1.Counseling

Meet with each youth individually at least weekly to discuss behavior, school, family or drug/alcohol problems and progress on attitudes concerning self-image, family, authority, social skills, money management, problem-solving skills, and goal-setting, using various techniques to confront, guide, and support the youth.

Guide group counseling sessions and conduct therapeutic counseling in drug and alcohol abuse, sexual abuse, and other special areas. Counsel families in decision-making, goal-setting, and improving communication between parent(s) and the delinquent youth or between family members in general.

2.Planning

Read case files and meet with psychiatrists, psychologists, medical personnel, teachers, parole officers, cottage/camp staff, families, juvenile department staff, and others to review history and status of each youth to plan appropriate training, education, work, therapy, counseling, and special needs requirements for each youth.

3.Guidance

Oversee court-committed youth to assure that daily routine is followed, screen phone calls and visitors and generally oversee activities to assure appropriate behavior.

4.Reports

Write a variety of reports, goals, treatment plans, and correspondence on each youth as required by the state or agency, courts, parole officers, parents, and psychologists.

5.Training

Train cottage/camp staff and other staff how to react to problems and crises and appropriate discipline for youth and provide training to intern trainees learning juvenile counseling techniques.

6.Liaison

Act as representative for the youth with parole officers, court personnel, family members, school, work, and anyone who may contribute to the rehabilitation process.

RELATIONSHIPS WITH OTHERS

Employees in this class meet, telephone, or correspond regularly with parole officers, court personnel, and police to exchange information regarding court-committed youth. Employees meet, telephone, or correspond daily with parents, lawyers, psychologists, teachers, and a variety of community resource personnel to determine progress, needs, and status of youth.

SUPERVISION RECEIVED

Employees in this class receive general supervision, usually from a Group Life Manager, Unit Director, or Camp Director. Reports are reviewed for timeliness, accuracy and compliance with guidelines; correspondence is reviewed to assure appropriateness and technical accuracy (may contain legalese). Supervision is provided through weekly meetings and daily contact with Counselors when reporting changes in caseload status or imminent changes in status of the youth. Employees in this class are guided by State and Federal laws regarding juvenile corrections and juvenile rights as well as agency policy and Administrative Rules covering all aspects of the job.

GENERAL INFORMATION

Positions in this class are primarily found in juvenile facilities and deal with court-committed youth and their families. They require the willingness to work in the environment associated with the position's location and purpose.

Because of the need to insure public safety, positions in this class at Children's Services Division (CSD) will be required to have a criminal history check and a record free of founded abuse referrals.

KNOWLEDGE AND SKILLS (KS)

General knowledge of human behavior and abnormal behavior patterns.

General knowledge of adolescent social structures and thinking patterns.

General knowledge of behavioral and emotional disorders and how they affect the rehabilitation of court-committed juveniles.

General knowledge of Oregon statutes and court decisions pertaining to juvenile offenders.

General knowledge of proper grammar, punctuation, and spelling.

General knowledge of child abuse reporting laws and procedures.

Basic knowledge of community resources available for providing services for court-committed youth.

Basic knowledge of policies regarding the rights and disciplining of court committed juveniles.

Skill in developing appropriate treatment plans for court-committed juveniles.

Skill in conducting group and individual counseling sessions.

Skill in preparing written reports including behavior and progress evaluations and treatment plans.

Skill in evaluating behavior and progress of court committed youth.

Skill in communicating effectively on a one-to-one basis and in groups to provide or exchange information, communicate professional opinions or provide training to agency staff.

Skill in rewarding and disciplining delinquent youth.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised